

TIPPECANOE COUNTY COUNCIL

MEETING MINUTES

TUESDAY, February 08, 2022

8:30 a.m.

Tippecanoe Room, Tippecanoe County Office Building
20 N 3rd Street, Lafayette, Indiana

Councilmembers present: President Kevin Underwood, Vice President Kathy Vernon, Barry Richard, John Basham, Lisa Dullum, and Jody Hamilton. Absent: Ben Murray

Others present: Attorney Doug Masson, Auditor Robert A. Plantenga, and Recording Secretary Jennifer Wafford.

I. Call to Order and Pledge of Allegiance

President Underwood called the meeting to order and led the Pledge of Allegiance.

II. Auditor's Financial Report – Bob Plantenga

Auditor Plantenga notes that there is an Encumbrance report, for funds other than the General Fund, that was sent to the Councilmembers for their review. It doesn't require any action, but he is required to provide that information to them.

The 2022 Financial Statement shows a General Fund beginning cash balance of \$15,823,611. The projected miscellaneous revenue, property taxes, and deductions for circuit breakers, leave the total funds available at \$68,866,830. After deducting encumbrances, the 2022 Budget, and the Minimum balance established by Council, the beginning net balance is \$4,162,048. In 2022, there have been miscellaneous expenses in the amount of \$1,111 and no appropriations approved as there were no requests for January. The February request for General Fund appropriations total \$1,525.

The Revenue Report highlights: The State/Local Public Safety (0291) line shows the receipt of the third quarter Public Defender Commission Reimbursement of \$327,713.68. This deposit is 25% of what was budgeted for this line for 2022. As of the end of January, 3.7% of the anticipated 2022 General Fund Revenue has been received.

The Fund balances shows: The General Fund (1000) shows a month-end cash balance of \$14,025,594.20. In the months that don't have settlement, this fund will show more expenses than revenue. The Reassessment Fund (1188) shows an \$0 ending balance. The State Board of Accounts requested the Reassessment Fund number be changed. The new Reassessment Fund is 1224, which shows the ending balance being deposited from 1188. The month-end balance is \$143,095.06. The County Self Insurance Fund (4710) shows a month-end cash balance of \$8,990,898.13. HR Director Mennen advised the Auditor that there was an issue with Anthem sending over the bills to her, so the fund balance did increase by \$700,000.

Auditor Plantenga shared end-of-the-year 2021 cash balances for what he considers the major funds. The General Fund (1000) had a year-end balance of \$15,823,611. The EDIT (1112) shows a year-end balance of \$14,591,043. This fund saw a supplemental distribution deposit in 2020, some significant expenses, and a decrease in revenue for 2021. The Clerk Record Perpetuation Fund (1119) shows a year-end balance of \$204,161, which is an increase of \$55,162 from 2020. In 2018 the previous Clerk completed a scanning project that lowered this fund balance to \$12,148, but that has been built up over the last few years. The Sales Disclosure Fund (1131) is where the money for recorded deeds is deposited, and this fund is under the control of the County Assessor. Historically this fund has been used to cover software and certification expenses for the Assessor's Department. This fund shows a year-end balance of \$93,820. The Cum Bridge Fund (1135) shows a year-end balance of \$4,340,063. The Cum

Cap Fund (1138) shows a year-end balance of \$1,133,534. The balance for 2021 has increased by \$568,336 from 2020's ending balance. The Auditor would expect to see that balance rise for the end of 2022 due to expecting more revenue received than what was budgeted. The Local Road and Streets Fund (1169) shows a year-end balance of \$2,343,406, which is up from previous years when the balance had dropped below \$1 million. The LIT Public Safety (1170) fund shows a year-end balance of \$4 million. The Major Bridge Fund (1171) shows a year-end balance of \$4,048,039. This fund is for the construction of a major bridge, and this balance could be spent quickly in the completion of a major bridge project. The MVH Restricted Fund (1173) shows an ending balance of \$1,852,899. As this is a restricted fund, there are limitations on what this money can be spent on. The MVH Fund (1176) is the unrestricted fund that had an ending balance of \$3,507,726. The Plat Book Fund (1181) shows an ending balance of \$115,063. The money in this fund is generated from deeds. This fund has increased significantly as the number of deeds processed, and the fee for processing have both increased. The Auditor notes that he is currently looking at funding a project from this fund that would use most of the available funds. There are transfer books in the Auditor's office that need to be scanned as they go back 100 plus years. They are one-of-a-kind books that need protection. The quote provided to scan the books is around \$85,000. The Rainy-Day Fund (1186) shows a year-end balance of \$3,476,710. The balance has remained steady for the last several years. The Recorder Record Perpetuation Fund (1189) shows a year-end balance of \$1,038,541. The money in this fund comes from the recording of deeds, which has increased over the last few years. The entire Recorder's office is paid out of this fund in its entirety, and that is basically all the statute allows it to be used for. The Surveyor's Cornerstone Perpetuation Fund (1202) shows a year-end balance of \$373,605. The money in this fund comes from recording fees, and the balance has been increasing in the last few years. The Ineligible Homestead Fund (1216) shows a year-end balance of \$282,638. This fund began in 2012, and the work for ineligible homestead determination was outsourced at that time. In that year, there was \$348,114 in revenue received. This fund is currently receiving money back from individuals who claimed a homestead but were not eligible for the tax deduction. The Elected Officials Training Fund (1217) shows a year-end balance of \$151,527. The number of people that could use this fund has been expanded and includes the Auditor, the Recorder, the Clerk, the Surveyor, and their staffs. The County 911 Fund (1222) shows a year-end balance of \$4,723,928. The Reassessment Fund (1224) shows a year-end balance of \$152,354. Some of the expenses that were previously paid out of this fund have been budgeted in the General Fund for 2022, which should help the balance of this fund increase. The Probation User Fees Fund (2000) shows a year-end balance of \$267,051. In 2016, there was some concern expressed regarding the decrease in balance. As a result, there were some changes made to how many employees were paid from this fund to help it have a healthier balance. The Pre-Trial Diversion Fund (2560) shows a year-end balance of \$323,752. The Infraction Diversion Fund (2561) shows a year-end balance of \$84,759. The Auditor advised that both the Pre-Trial and Infraction Diversion Funds are Prosecutor Funds. The Substance Abuse / Mental Health Fund (2580) shows a year-end balance of \$114,137. This is the Court Services Fund which experienced a few years of negative ending balances and now is showing a decent ending balance for 2021. The Jury Pay Fund (2584) shows a year-end balance of \$37,337. Auditor Plantenga advised that this is a fund that should be reviewed at budget time because the cash balance is fluctuating a lot. The expenditures are greater than the revenue, and it may require a change in how the expenses are paid. The Parking Garage Maintenance Fund (4017) shows a year-end balance of \$693,028. The Health Insurance Rainy-Day Fund (4709) shows a year-end balance of \$2 million. This fund stayed at \$3 million until last year, when \$1 million was transferred out of this fund to start the Self-Insurance Fund. The County Self Insurance Fund (4710) shows a year-end balance of \$8,265,705. The Phase II Stormwater Fund (4897) shows a year-end balance of \$302,485. This fund has occasionally been funded from the EDIT fund, although not currently. Auditor Plantenga notes that this fund is getting to the point, where it is going to need to get more revenue coming in as the expenses are considerably higher than the revenue.

III. Treasurer's Report – Jennifer Weston

The Account Balances and Interest Rates report was distributed and shows an account balance of \$143,454,288.18, with a total interest of \$87,958.43. The Treasurer notes that there was \$53,222.04 in interest earned from the Stifel Nicolaus account.

Throughout 2020 and 2021, The Treasurer's office had multiple bonds called, and the bonds that they have replaced them with have come with interest paid out in January. With the bonds being called and not being able to replace them with high-interest replacements, the Treasurer shifted them back to the short-term bank accounts. At the end of 2021, the Treasurer was able to invest in some municipal bonds and some treasuries to bring the interest level back to where it was.

At the Board of Finance meeting, it was highlighted that there had been an increase in the investment portfolio by \$6.3 million toward the end of last year.

Treasurer Weston noted that she has also made the change for the Reassessment Fund to be 1224 instead of 1188 on the interest sheet. There have been no significant changes in how the interest distribution was calculated. The Interest from the Self-Insurance Fund and the ARPA Fund are still going to the General Fund.

Treasurer Weston provided some 2021 Highlights that were mentioned at the Board of Finance Meeting. She notes that the bell-shaped ladder looks good into 2022. The rates across all investments didn't fall too much through the pandemic. The yield to maturity did not drop too much through the pandemic. Even though they had the bonds called and couldn't replace them with high interest-earning pieces, the interest rate only dropped from 2.30% to 2.06%. There is optimism that the interest rate could increase in March.

IV. Public Comment on Agenda Items – None

V. Resolution 2022-06-CL, Confirmatory Resolution of American Fibertech Company for the Designation of an Economic Revitalization Area.

Attorney Masson advised that at the last Council meeting in January, the Council approved the Declaratory Resolution express the potential of granting an abatement that American Fibertech has requested. The meeting was advertised, and Attorney Masson advised that the Council needs to take public comment, if there is any, before taking action on the Resolution. He advises that the company has proposed improvements to the real estate and installing certain manufacturing equipment. It's structured so that the equipment would get a 10-year abatement, declining each year by 10%. Then the equipment would receive a 7-year abatement, and the equipment would be subject to a clawback agreement if they were to move the equipment out of the County.

Jay Wiegand, Co-Owner and COO of American Fibertech, expressed his appreciation for the county's support as the business has grown over time. The company is locally owned and operated but also has operations running in 2 states. Many of their customers are in the food industry, with two of the bigger customers being Tate & Lyle and Eli Lilly. American Fibertech also serves a critical part of the supply chain and supply pallets.

Auditor Plantenga asked if the investment would be made at our local plant or for another out-of-state plant, as there was some confusion regarding that information? Jay Wiegand advised that the abatement would be for the local plant. He advised that his Pennsylvania plant is their fastest growing plant, and they are working on a similar abatement process at that location.

- Councilmember Hamilton moved to approve Resolution 2022-06-CL as presented, second by Councilmember Richard. Motion carried with Councilmember Dullum voting no.

VI. Consent Agenda

- Councilmember Vernon moved to approve the consent agenda as distributed, second by Councilmember Basham. Motion carried.

A. Approval of Meeting Minutes from January 11, 2022

B. Health

HPP & PHEP Grant Fund 8476 SF22

Transfer	\$	10,000	Other Professional Services
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to Institutional or Medical

C. IV-D Commissioner

IV-D Incentive Fund 8895

Appropriation	\$ 25,000	Other Professional Services
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D. Circuit Court

VASIA Fund 9631 CF22

Grant Appropriation	\$ 75,000	Other Professional Services
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E. Sheriff

Walmart Comm Fund 9245 FY22

Grant Appropriation	\$ 1,400	Other Supplies
	\$ 1,400	Other Professional Services
	\$ 2,800	Total Requested

E. Probation

Doc Probation Grant Fund 9513CF22

Grant Appropriation	\$ 48,498	Full Time Salaries
	\$ 3,710	Social Security
	\$ 5,432	PERF Retirement
	\$ 30,000	Other Professional Services
	\$ 25,789	Health Insurance
	\$ 173	LTD Insurance
	\$ 109	Life Insurance
	\$ 903	Worker's Compensation
	\$ 114,614	Total Requested

VII. Additional Appropriations:**A. Superior Court 6**

General Fund 1000

Appropriation	\$ 1,525	Health & Medical Professionals
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- Councilmember Hamilton moved to approve the appropriation as presented, second by Councilmember Dullum.

This appropriation request is needed to cover invoices from Dr. Sean Samuels, Comprehensive Behavioral Assessment, on 2 defendants in December 2021 totaling \$2,025.00 The 2022 budgeted amount is \$500, which would leave the budget \$1,525 uncovered.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

B. Public Defender

2022 Salary Statement	Up to \$30	Part Time Hourly Wage
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- Councilmember Hamilton moved to approve the salary statement as presented, second by Councilmember Dullum. Motion carried.

This is a salary for part-time employees for up to \$30 an hour.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

C. CASA – Sharon Hutchison

CASA for Kids Fund 9107 CF22

Grant Appropriation	\$ 42,904	Benefit Eligible Part Time Salaries
	\$ 3,187	Social Security
	\$ 8,033	Health Insurance
	\$ 161	LTD Insurance
	\$ 71	Life Insurance

\$	74	Worker's Compensation
\$	54,430	Total Requested

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Hamilton.

This appropriation is for continued support of the part-time position that includes benefits. This position supports the CASA program and allows it to be successful and expand the services to children in need. Sharon advised that this grant is used solely to support this one position, and any remaining funds at the end of the year is rolled into the next year's budget. This is the 11th year for CASA to receive this funding.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

D. Sheriff – Robert Goldsmith

LIT Public Safety Fund 1170

Appropriation	\$	42,697	Other / Machinery & Equipment
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- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Hamilton.

This appropriation is to pay for the bomb squad trailer to destroy ammunition and Fireworks. The funds were appropriated in 2021, but the disposal trailer was not complete in time to use the funds.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

E. TEMA – Sharon Hutchison

Local Emergency Plan Fund 1152

Appropriation	\$	8,000	Other Professional Services
	\$	8,000	Travel & Training
	\$	59	Legals Published
	\$	7,360	Safety / Machinery & Equipment
	\$	23,419	Total Requested

- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Hamilton.

This appropriation is for funding that is received from the State of Indiana, for the LEPC. The money rolls over ever year. TEMA presented an appropriation to the Local Emergency Preparedness committee at their January Meeting, for their review and to ensure money was being spent appropriately. The committee approved presenting this request to the Council for approval.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

E. Community Corrections – Jason Huber

2022 Salary Statements	\$	45,160	Case Manager ~ Pole II ~ Fund 8276 (Removed) per Director Huber's request.
	\$	60,362	COAP Coordinator ~ PAT IV ~ Fund 8276
	\$	53,722	COAP Asst Coordinator ~ PAT III ~ Fund 8276
These were originally Grant Fund 8665 COAP			

- Councilmember Hamilton moved to approve the salary statement as presented, second by Councilmember Vernon.

Director Huber notes that the Case Manager position was added in error. The position would be a new position, and it has not gone through the Personnel Committee for approval yet. He asks that it be removed from the salary statement for this meeting. The other two positions are continued Pretrial Coordinator and Assistant Coordinator positions from the old COAP grant. As explained at the last Council meeting, the COAP grant has been switched to the COSAAP grant.

The only change is the name of the grant and fund number. The positions and amounts stay the same, they are just being moved from the old grant to the new grant.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

E. DOIT – Kent Kroft

2022 Salary Statements	\$ 73,323	System Admin II~ Reclassified ~ SO Fund 1000
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- Councilmember Dullum moved to approve the salary statement as presented, second by Councilmember Hamilton.

Director Kroft notes that this position was created to years ago as an Admin I / II, with the intent of after a year's experience the person holding the position would be moved up into the Level II category. He states that the person in this position currently has really proven himself through the COVID pandemic and deserves to be moved up into the Level II position. This would put his pay at the same as the other Admin positions.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

E. Health – Khala Hochstedler

A. Vaccine Reimb Fund 9170 FY21

Transfer	\$ 87,800	Full Time Salaries
	\$ 7,200	Chief Deputy / Appointed
	\$ 4,600	Benefit Eligible Part Time Salaries
	\$ 10,700	Part Time Salaries
	\$ 8,086	Social Security
	\$ 9,834	PERF Retirement
	\$ 650	Worker's Compensation from Other Professional Services

- Councilmember Hamilton moved to approve the appropriation as presented, second by Councilmember Vernon.

Auditor Plantenga noted that transfers are usually put in the consent agenda, but this was listed under the appropriations because it is a little different and deals with bonuses.

Director Hochstedler advised that this request is for hazard pay for the health department staff that worked during the COVID-19 pandemic.

Councilmember Hamilton asked if the grant states that this type of reimbursement is allowed? Director Hochstedler stated that it does allow for it. Auditor Plantenga advised that he does not see it mentioned in the grant that this type of reimbursement is allowed. He advised that when another department presented their bonus grant, it specifically stated that it was for bonuses. Director Hochstedler advised that there are no restrictions on this grant and that there are other counties that have done this already. Auditor Plantenga notes that on page 10 of the grant agreement, it states that the purpose of the agreement is to provide financial compensation for the administrative cost born by the grantee during participation in the program. He feels that it's more like a reimbursement for the county for their costs incurred.

Sharon Hutchison, Grant Administrator, asked if their salaries were paid out of the General Fund? Auditor Plantenga advised that all their salaries are paid out of the General Fund. Sharon advised that it's basically reimbursing them for the time that they spent but overtime that they didn't get compensated for. Auditor Plantenga noted that some of the employees listed would have received compensation for overtime hours, and that only a couple of the employees listed are exempt from overtime payment. Sharon advised that they have had calls with the State Board of Health advising that they could spend these funds on whatever they needed. Auditor

Plantenga advised that he needs something in writing from the State Board of Health, because he doesn't want the County getting in trouble for spending grant funds on unapproved expenses.

Councilmember Basham asked if the individuals working overtime received compensation for it? Sharon advised that the exempt employees did not receive overtime compensation. Councilmember Vernon asked which employees on the salary statement did not receive overtime compensation. Director Hochstedler advised that there were only two that did not receive overtime pay, herself and Cassie Shaw.

Councilmember Basham asked if this grant was just for the Health Department. Auditor Plantenga advised that this money was reimbursement from insurance companies for the vaccines administered to insured individuals.

Councilmember Richard shared his appreciation for the work the Health Department completed during the pandemic. He feels this grant is making it possible to recognize their hard work. He hopes that this request can be passed so the health department can use this money to acknowledge and reward the staff. Councilmember Basham asked about bonuses and recognition for all the other employees that worked during the pandemic, specifically the Sheriff's Department and their Jailers. Councilmember Richard advised that each department would have to look at grant funding options to recognize their employees. Councilmember Vernon notes that the County is blessed with great employees and she thinks the Council has rewarded the employees as they could. The Council approved a 6% pay increase for the County employees, and the employees have good health insurance benefits, along with paid time off. She acknowledges that the last 2 years have been hard for the Health Department, but she also realizes that it was a tough time for the Sheriff's Department and the Council rejected \$1,000 bonuses for his staff. She notes that the TEMA Department, Community Corrections, and the Villa also dealt with hazardous conditions during the pandemic. The Health Department was fortunate to receive a reimbursement grant, but it does not state specifically that it can be used for one-time bonuses or hazard pay, as the Prosecutor's grant did. If Council is going to approve a bonus for 22 employees ranging from \$800 to \$9,600, what about all the other County employees? She notes that she cannot support only giving bonuses to one department and not the other departments that also dealt with hazardous conditions during the pandemic.

Councilmember Vernon recommends that, since the Health Department is going to work on getting some further information and clarification on uses for this grant, the appropriation and subsequent salary statement be tabled until a future meeting. Councilmember Hamilton agrees with that recommendation. She does not feel comfortable making a decision on the request today based on the Auditor not being comfortable with the wording. She would also like to see the information in writing and feels that would make her more comfortable with making a decision.

•Councilmember Vernon moved to table the appropriation until the next meeting, second by Councilmember Hamilton. Motion carried with Councilmember Richard opposed.

B. 2022 Salary Statements \$ 99,800 Salaries for Bonus Grant Fund 9170 above
Due to the transfer being tabled, no action was taken on the Salary Statements.

VIII. Committee Reports

Councilmember Basham advised that there have been some changes taking place in the Romney Sewer District. The Treasurer lost his wife, and then resigned his position. They are also looking to fill the Vice-President role that is vacant. He notes that they have applications open for these positions.

IX. New Business – None

X. Unfinished Business

2022 Council Appointments ~ Auditor Plantenga noted that there are 2 appointments still requiring confirmation. President Underwood advised that he had spoken with Anne Painter (Area IV Agency on Aging) and Vicki Pearl (Alcoholic Beverage Commission), and both were agreeable to being reappointed to their current boards. No motion needed.

XI. Commissioner FYI

Commissioner Byers advised that the State of the City and Counties is coming up on February 9th, 2022. It will be held out at the Tippecanoe County Fairgrounds at 11:30, and all are invited to come out and listen to the speakers.

Commissioner Byers notes that they have selected a new individual to fill the Marketing and Events Director position out at the Fairgrounds. The new director is Kim Murray.

Commissioner Byers states that Commissioner Murtaugh will be at the State House all day Thursday February 10th, 2022, and if there are anymore legislative things that the Council needs him to address, they need to notify him soon.

XII. Public Comment

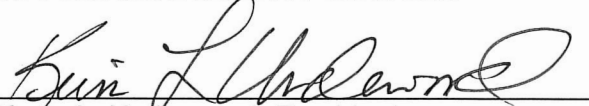
Tim Clark, 6875 W Arrowhead Drive, advised that he met with TEMA Director Anderson and was asked to put together an Emergency Procedures Plan for the Town of Otterbein. He advises that half of the Town of Otterbein, is in Tippecanoe County and the other half is in Benton County. He was asked to create an MOU between the two Counties so that in the event of any type of disaster, both Counties know how to respond. He hopes to have an MOU to bring back to the County in the future.

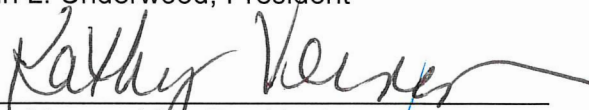
Councilmember Dullum mentioned the proposed bills at State House focused on cutting taxes that could affect us. She asked if anyone knows how those might affect Tippecanoe County, or if it was still too early to tell. President Underwood advised that it was probably too early to know how it would impact our County.

XIII. ADJOURNMENT

- Councilmember Hamilton moved to adjourn, and the President adjourned the meeting.


TIPPECANOE COUNTY COUNCIL

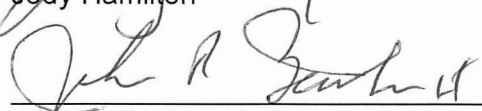

Kevin L. Underwood, President


Kathy Vernon, Vice President


Barry Richard


Ben Murray


Jody Hamilton


John R. Basham II


Lisa Dullum

ATTEST:


Robert A. Plantenga, Auditor

03/08/2022

Minutes prepared by Jennifer Wafford, Recording Secretary